



# City of Milpitas

## Announces a career opportunity as Assistant City Engineer

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**Salary Range:** \$135,304 – \$165,130 annually  
**Post Date:** November 4, 2015  
**Final Filing Date:** **5:00 p.m., Tuesday, December 8, 2015**

### About the Position

The Assistant City Engineer (ACE) is responsible for planning, supervising and coordinating the engineering activities of the City's Land Development and Utilities Engineering as well as the Utilities Maintenance sections. In the absence of the City Engineer; oversees the administration of all division programs. The ideal candidate will have broad and extensive experience in municipal government with an emphasis in Land Development review, processing and entitlements. The Candidate will have strong written and verbal communications skills and be able to make presentations to the Council, City Manager and the Public. The Candidate shall have a working familiarity with the California Subdivision Map Act, FEMA floodplain management protocols and an understanding of the Department of Drinking Water requirements.

### Examples of Duties - *duties may include, but are not limited to, the following:*

- Participate in the development and implementation of goals, objectives, policies, procedures, and priorities for engineering sections and division.
- Work closely with the City Engineer and the Land Development Engineer to meet and discuss City requirements with developers, contractors, and engineers; review private development projects and propose developer conditions; negotiate development conditions.
- Assist in the development and application of departmental policy, following general guidelines or professional and administrative standards in accomplishing assignments. Assist and direct the preparation of engineering recommendations to the Planning Commission and City Council, after considering alternatives, advisability, and conformance of proposals with applicable codes, rules, regulations and the law.
- Administer and/or oversee the administration of contracts; review and approve all payments and billing for contracted services.
- Conduct Requests for Proposals to engage qualified consultants in contracts, and administering contracts, preliminary design, design, cost-estimating, scheduling, bidding and constructing, and reporting on all Capital Improvement Program projects.
- Progress reports shall be prepared and presented in both written and verbal format to the Council, City Manager and others and include updates on scheduling, budgeting, and issue resolution alternatives.

### Minimum Qualifications

#### **Education:**

A Bachelor's Degree from an accredited college or university in Civil Engineering.

#### **Experience:**

A minimum of six (6) years of significant and progressive Civil Engineering experience, and three (3) years of this experience shall include supervision of professional engineers. Experience should include acting as the lead in the successful completion of major municipal public works programs, utilities and utility rate analysis, major capital improvement projects, including roadways, parks, utilities and related municipal improvements.

**License and Certificates:**

Possess and maintain a current certificate of registration as a Professional Civil Engineer in the State of California; and a valid California Drivers License.

**Special Requirements** - *Essential duties require the following physical abilities and work environment:*

Work is performed primarily in an office environment and exposure to outdoor elements when conducting field reviews at existing city facilities, proposed project sites and construction sites; extensive use of the telephone, radios, and computers with repetitive keyboarding; ability to walk on uneven ground; drive to various locations daily; ability to work safely in a hard-hat construction zone; some exposure to construction and Municipal public works related chemicals and products.

**Selection Process**

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview. Candidates who successfully pass the selection process will be placed on an eligibility list. All candidates will be advised of their status once a finalist has been selected.

**To Apply**

Only online applications via CalOpps will be accepted. Visit the City of Milpitas website at [www.ci.milpitas.ca.gov](http://www.ci.milpitas.ca.gov) or [www.calopps.org](http://www.calopps.org) to apply. Copies of required certificates (if applicable), must be scanned into one document, along with a resume, and attached to your application by the filing date of: **5:00 p.m., Tuesday, December 8, 2015.**

A complete job description is available on the City of Milpitas website: [www.ci.milpitas.ca.gov](http://www.ci.milpitas.ca.gov) (under Employment, Job Specs). The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

**Salary and Benefits**

The salary for this position will be dependent upon the qualifications and experience of the selected candidate. The City provides an excellent array of benefits that includes the following:

- Retirement - In compliance with AB340, CalPERS retirement formula is either 2% at age 62, or 2% at age 60, subject to an individual's eligibility and applicable pension reform law.
- Contributory Retirement Plan - New Hire Employee pays 7% or 6.25% employee PERS contribution subject to an individual's eligibility and applicable pension reform law. Employee will also pay 4.3% towards the employer PERS contribution.
- Vacation - 16 days per year to a maximum of 36 days per year.
- Sick - 12 days per year
- Holidays - 13 days per year
- Health Insurance - Multiple plans
- Dental and Vision - City paid.
- Life insurance - City paid \$50,000 life insurance. Long and short-term disability coverage.
- 457 (b) Deferred Compensation Plan - \$900 a year, City paid.
- Flexible Spending - Pre-tax medical and dependent day care expense accounts

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.

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<http://www.ci.milpitas.ca.gov/government/hr/employment.asp>